SECRET
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NPIC/TSG/RED-220-70
23 November 1970

MEMORANDUM FOR: Chief, Support Staff, NPIC

ATTENTION : Chief, Logistics Branch, SS/NPIC

THROUGH : Chief, Technical Services Group, NPIC
Chief, Research & Engineering Division, TSG/NPIC

SUBJECT : Procurement of an IBM Executive Typewriter

1. The TSG/Research & Engineering Division has had increased demands placed on them during the past year or two for the presentation of formal or semiformal briefings in support of the R&D program. Traditionally this job has been accomplished by the project monitors personally preparing flip charts for the presentations. This process of making and frequently revising the flip charts by highly skilled technical personnel at the GS-12 and GS-14 level is an undesirable expenditure of high grade labor that we can ill afford.

2. Previous attempts to make viewgraphs typed on standard typewriters has proven to be unsuccessful because of the small type size. Additionally, the use of graphics personnel to prepare the flip charts or viewgraphs has been generally unsuccessful because of the long lead time required and the frequent last minute changes required.

3. Recent experiments using a large font electric typewriter to prepare copy duplicated into a viewgraph transparency on a [redacted] dry silver portable copy machine have proven highly successful. High legibility viewgraphs are now possible in a timely fashion with a minimum of the professionals time. However, at this time there are only two typewriters in the building with the necessary type fonts and neither are easily accessible to our secretarial help. To use either of these typewriters requires that the secretaries travel to other offices for extended periods of time and are therefore not able to handle their other duties such as answering the telephone. 25X1

4. It is requested that an IBM Executive Typewriter, as described on the attached requisition, be purchased for use by the TSG/RED. This item was not included in our FY-71 office equipment budget submission.

[redacted] 25X1
Deputy Chief, Research & Engineering Division, TSG

Declass Review by NIMA/DOD

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SECRET
GROUP 1
Excluded from automatic downgrading and declassification

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Attachment:
Form 88

Distribution:
Original - Addressee
1 - NPIC/TSG
2 - NPIC/TSG/RED
2 - NPIC/TSG/RED/SRB

25X1 NPIC/TSG/RED/SRB [redacted] (23 November 1970)

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